



**EDUCATION  
OFFICE OF VOCATIONAL REHABILITATION**

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**Ernie Fletcher**  
Governor

**Laura E. Owens**  
Secretary

**Ralph Clark**  
Executive Director

**SERVICE FEE MEMORANDUM**  
CP-CR-07-08-05

**TO:** Office of Vocational Rehabilitation (OVR) Staff  
Branch Managers, Counselors and Assistants  
Barry Newill, Daniel Langedoc, and Todd Ward, CDPVTC  
Office for the Blind (OFB) Staff

**FROM:** Charles W. Puckett, Program Administrator  
Division of Program Services  
  
Clifton Rice, Program Administrator  
Division of Program Services  
Program Planning and Development Branch

**DATE:** October 24, 2007

**RE:** Training Programs at Employment Solutions/College for Technical Education in Lexington

Employment Solutions/College for Technical Education (CTE) has in place two training tracks which are available to consumers of the Office of Vocational Rehabilitation (OVR). Employment Solutions/CTE is accredited as a post-secondary training facility by the Council on Occupational Education, an accreditation recognized by the United States Department of Education. Programs in both tracks fall under this accreditation umbrella.

One track is composed of four short-term training programs which are not of sufficient length to qualify students for Title IV Federal Financial Aid. These programs and their tuition rates are as follows:

<u>Program</u>	<u>Tuition</u>	<u>Clock/Semester Hours</u>
Automated Office Skills	\$2,500.00	345/23
Building Maintenance	\$2,500.00	390/22
Fundamentals of Culinary Arts	\$2,500.00	480/32
Fundamentals of Retail Sales	\$1,500.00	375/17

The cost of these four programs comes from the Community Rehabilitation Program budget (BUN 6719), using Expenditure Code 33I, Skills Training through a CRP. CTE will bill for these programs after the consumer has begun attending class and there is a reasonable expectation that the individual is willing and able to complete the educational program.

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The second track consists of four programs which are of sufficient length to qualify eligible students for Title IV Federal Financial Aid such as Pell grants and student loans. These programs and their tuition rates are as follows:

<u>Program</u>	<u>Tuition</u>	<u>Clock/Semester Hours</u>
Administrative Assistant	\$4,050.00	855/49
Maintenance Technician	\$5,800.00	1095/60
Food and Hospitality	\$4,050.00	885/39
Retail Store Management	\$4,050.00	789/32

These latter four programs shall be treated as post-secondary training programs. The support level is to be determined using the training worksheet and the tuition will come out of the counselor's caseload budget using expenditure code 33A, Technical or Trade Non-Degree Program: Tuition. CTE will bill for these programs after the consumer has begun attending class and there is a reasonable expectation the student is willing and able to complete the educational program.

*Use of the worksheet and consideration of comparable benefits is critical with these latter four programs because, due to the pricing structure, all or most of the tuition will be covered by Pell Grants and or other federal financial aid if the individual is eligible.*

Certificates are issued upon completion of each of the short-term and long-term programs.

In all cases, it is the decision of the counselor/consumer as to which track or which program is appropriate for a given individual.

If Supported Employment or any additional CRP services such as Adjustment or Services Resulting in Competitive Employment are required, they would be authorized to a supported employment/CRP provider in addition to the above-referenced training programs.

Authorizations should be prepared as follows:

Employment Solutions  
1165 Centre Parkway, Suite 120  
Lexington, KY 40217  
(859) 272-4855 – Telephone  
(859) 272-4805 – FAX  
eMARS Vendor Number – VC0000098968